

## LBR 9010-3: Pro Hac Vice Admission

(a) Attorneys Who May Not Apply for Pro Hac Vice Admission - Attorneys licensed to practice law in the State of Michigan or licensed to practice in another state who maintain a regular office within the State of Michigan may not apply for pro hac vice admission. Instead, they must apply for admission to practice before the United States District Court for the Western District of Michigan.

(b) Attorneys Who May Apply for Pro Hac Vice Admission - Licensed attorneys not subject to subparagraph (a) may apply for pro hac vice admission to appear in a specific case and all contested matters and adversary proceedings arising in that case. The application must be made by motion and must:

(1) State the attorney's full name, business address, telephone number, email address, professional number if applicable, and the state in which the attorney is licensed to practice law;

(2) Identify the other federal (bankruptcy, district, or circuit) courts in which the attorney is licensed to practice law; and

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(3) Verify that the attorney is bound by all rules, practices, and ethics that are applicable to attorneys admitted to practice before the United States District Court for the Western District of Michigan.

The movant need not be sponsored by a member of the bar.

(c) Pro Hac Vice Admission Fee – Admission pro hac vice requires payment of a fee to the Clerk of the Bankruptcy Court within 14 days of entry of the order granting admission. The fee, which is set by the Court, must be by check or money order made payable to the United States District Court for the Western District of Michigan, and must include the designation “Pro hac vice admission,” the name of the case, and the case number. The Clerk of the Bankruptcy Court will then promptly forward the admission fee to the Clerk of the District Court for deposit in its account.

(d) Failure to Pay Fee - Failure to pay the pro hac vice admission fee in compliance with subparagraph (c) will immediately revoke, without notice, the attorney's privilege to appear pro hac vice notwithstanding the previously entered order.